

# Adding Courses

Providers will no longer submit paper copies of classroom requests and course completions to the department. Providers must add courses on e-Services at least 10 days prior to the start of the course.

To add a course on e-Services:

1. Select the **View and Manage Courses** hyperlink from the Provider e-Services home page.

TEN AND TWO DRIVING SCHOOL  
461468046  
244 W AMY ST  
HASTINGS MI 49058-1271 BARRY COUNTY

Welcome, tentwo  
Manage My Profile

Request Access  
Request Code  
Add Account Access

Request an Authorization Code  
Use an Authorization Code to Add Account Access

Summary Action Center Settings More...

Driver Education Provider  
TEN AND TWO DRIVING SCHOOL  
244 W AMY ST  
HASTINGS MI 49058-1271 BARRY COUNTY

Account  
P000742

- > Update Instructors
- > **View and Manage Courses**
- > Update Classrooms
- > Renew Provider Certificate
- > More...

2. Select the **Add a Course** button.

< TEN AND TWO DRIVING SCHOOL

Driver Education Provider - Course List Show History

Filter

Course Program Number	Type	Classroom Info	Classroom Address	Start Date	End Date	Enrolled
No rows returned.						

**Add a Course**

3. Enter information in the applicable fields. Once a section is completed, move on to the next section by selecting the **Next** button in the bottom right-hand corner.

- a. **Note:** Required fields are indicated by a red asterisk. All required fields must be completed before moving on the next section.

Course Registration

Course Addition

Course Information

Course Type \*  
Required

Projected Start Date \* Required

Projected End Date \* Required

Course Program Number (unique identifier) \*  
Required

Cancel Previous **Next**

4. On the course registration page, you may use the default start and end times drop down boxes to mass select a time. You will have to manually enter the class dates for each day you are conducting class by either typing in the date or use the calendar icon. Once all of the information is entered, select the **Next** button.

- a. **NOTE:** A course may not be started prior to the course information being entered into e-Services.

Course Registration MI-DSVS V12 Testing

---

Course Addition

Course Information

Course Schedule

### Course Schedule (AGADSEFS)

Default Start Time

03:00 PM

Default End Time

05:00 PM

Class Date	Start Time	End Time
30-Apr-2021	03:00 PM	05:00 PM
03-May-2021	03:00 PM	05:00 PM
04-May-2021	03:00 PM	05:00 PM
05-May-2021	03:00 PM	05:00 PM
06-May-2021	03:00 PM	05:00 PM
07-May-2021	03:00 PM	05:00 PM
08-May-2021	03:00 PM	05:00 PM
09-May-2021	03:00 PM	05:00 PM
10-May-2021	03:00 PM	05:00 PM
11-May-2021	03:00 PM	05:00 PM
12-May-2021	03:00 PM	05:00 PM
13-May-2021	03:00 PM	05:00 PM <input type="text"/>

5. Next you will have to select a classroom location. You can do this by selecting the radial button next to the classroom address. Then select the next action button.

Course Registration

---

Course Addition

Course Information

Course Schedule

Select a Classroom

### Select a Classroom (AGADSEFS)

Filter

Address	Classroom Name	Students
<input type="radio"/> 16759 HIGHLAND LN NORTHVILLE MI 48168-8442		36

6. The next step is to select an instructor. You can do this by selecting the check box next to the instructor's name. You will notice when you select the instructor's name that the instructor type box to the right will have a red asterisk in it. You must click inside the box and a drop-down list will appear with three options: classroom, behind-the-wheel, both. Then select the next button.

#### Course Registration

**Course Addition**

- Course Information
- Course Schedule
- Select a Classroom
- Select Instructors

### Select Instructors (AGADSEFS)

Filter

Instructor Name	ID	Instructor Type
<input checked="" type="checkbox"/> JOHN ELROY PICKETT IV	N004811	* <span>▼</span>

Required

Cancel

< Previous **Next** >

7. You will then be taken to the summary screen where you can verify the information that you added is correct. If everything looks correct, select the submit button.

#### Course Registration

**Course Addition**

- Course Information
- Course Schedule
- Select a Classroom
- Select Instructors
- Summary

Course Program Number : AGADSEFS

Course Type : Segment 1

Start Date : 30-Apr-2021

End Date : 28-May-2021

Classroom Address : 16759 HIGHLAND LN NORTHVILLE MI 48168-8442

Number of Instructors : 1

Instructor ID(s) : N004811

Cancel

< Previous **Submit** >

8. After the information has been submitted, you will be taken to the confirmation screen. Once you have gotten to this page, your course has been submitted and you are ready to add students.

### Confirmation

Your submission has been submitted and your confirmation number is 0-000-008-408.

**Print This Page**

**OK**

# Adding Students

To add students to a course in e-Services:

1. Select the **View and Manage Courses** hyperlink from the Provider e-Services home page.

TEN AND TWO DRIVING SCHOOL  
461468046  
244 W AMY ST  
HASTINGS MI 49058-1271 BARRY COUNTY

Request Access  
[Request Code](#)  
[Add Account Access](#)

Request an Authorization Code  
Use an Authorization Code to Add Account Access

Welcome, tentwo  
[Manage My Profile](#)

Summary Action Center Settings More...

Driver Education Provider  
TEN AND TWO DRIVING SCHOOL  
244 W AMY ST  
HASTINGS MI 49058-1271 BARRY COUNTY

Account  
P000742

- > Update Instructors
- > **View and Manage Courses**
- > Update Classrooms
- > Renew Provider Certificate
- > More...

2. This will take you to the DEP – course list. Find the course that you need to add students to. You can do this by using the filter bar at the top of the screen if you have multiple courses. Once you have found the course you are looking for, select the **Manage this Course** hyperlink.

Driver Education Provider - Course List [Show History](#)

Filter

Course Program Number	Type	Classroom Info	Classroom Address	Start Date	End Date	Enrolled	
SEG 1 MARCH 20	Seg. 1		16759 HIGHLAND LN NORTHVILLE MI 48168-8442	20-Mar-2021	09-Apr-2021	0	<a href="#">Manage this Course</a>

[Add a Course](#)

- This will take you to the course options page where you have a variety of options. At the bottom of the page under the "Students" heading, select the **Add Students** hyperlink.

< Driver Education Provider - Course List

**SEG 1 MARCH 20**  
3/20/2021 - 4/9/2021

**Course**

- Modify this Course
- Report Student Results
- Change Student Results
- View Completion Certificates
- Close this Course
- Cancel this Course

**Students**

- View Enrolled Students
- Add Students**
- Remove Students

Make changes to this scheduled course.

Report student classroom or behind the wheel results

Change student classroom or behind the wheel results

See the generated Segment 1 or 2 completion certificates for those under 18-years old.

Mark course as complete once all student results have been entered.

Cancel course if no student results have been reported

See which students are already enrolled in this course.

Add students to this course.

Select students to remove from this course.

- On the add students page, you have two options for entering students – manually or uploading a pre-completed spreadsheet. A blank spreadsheet template can be downloaded.

Add Segment 1 Students

**Add Students**

Students to Add

**Upload Spreadsheet**

Download a blank template

First Name	Middle Name	No Middle Name	Last Name	Address	Date of Birth
		<input type="checkbox"/>			

Cancel

< Previous **Next** >

- Once the students have been added you will see a screen like this. The system does an eligibility check to ensure the students are of age. For example, if a student is not old enough for segment 1 the system will show you an error and the student will have to be removed by selecting the “X” next to their name. If there are no errors, then you can select the next action button.

	First Name	Middle Name	No Middle Name	Last Name	Address	Date of Birth
X	NEIL	WAYNE	<input type="checkbox"/>	GUERRERO	244 W AMY ST HASTINGS MI 49058	18-May-2005
X	RAUL	THOMAS	<input type="checkbox"/>	CRAIG	433 S ASHLEY ST ANN ARBOR MI 48103	31-May-2005
X	VALERIE	JO	<input type="checkbox"/>	GIBSON	560 DICKSON BLVD KINGSFORD MI 49802	23-Sep-2005
X	ALISON	MAE	<input type="checkbox"/>	HODGES	2712 2ND ST WYANDOTTA MI 48192	3-Oct-2005
X	LORENE	MICHELLE	<input type="checkbox"/>	LINDSEY	2722 E GRAND RIVER AVE EAST LANSING MI 48823	1-Mar-2006
X	GWEN	SARAH	<input type="checkbox"/>	MALDONADO	1300 E GRAND RIVER AVE EAST LANSING 48823	11-Apr-2006
X	JAIME	LACEY	<input type="checkbox"/>	LAWRENCE	925 MARYLAND AVE LANSING MI 48906	8-Jun-2006
X	JONATHAN	SARA	<input type="checkbox"/>	CURTIS	933 HARVET LN LANSING MI	12-Jun-2006

- After selecting the next action button, you will be taken to summary screen. That screen is the list of students. If there are no changes that need to be made, then you can select the submit action button. That will take you to a confirmation page which tells you that the students have been successfully added. If you go back to the course list you can see the enrolled number has changed from zero to the amount of students you added.